

28 March 1952

MEMORANDUM FOR: CHIEF, PERSONNEL DIVISION, COVERT

STATINTL SUBJECT: [REDACTED]

1. Forwarded herewith is a transfer action on [REDACTED]. This action poses a problem in that the tentative T/O approved for the Administrative Staff (Special), Secretariat Unit, provided only one position for Project Officer at grade 14, which position is already encumbered by another grade 14 employee. [REDACTED] was originally employed by the Comptroller at the time the Secretariat Unit was a part of his office, and the original action appointed [REDACTED] at grade 14, Deputy Chief of the CCU, to which position he is presently charged. [REDACTED] in the Personnel Inventory section of your office called to request that an appropriate transfer action be submitted for [REDACTED]. At the time the AS(S) was established the personnel assignments to it were discussed, and the ADDA(S) directed that the position of Deputy Chief would not be filled at this time. At the time [REDACTED] came aboard, the ADDA(S) directed that he be used as a Project Officer and called attention to the fact that the original T/O approved for this unit provided that both the number and grade of positions was tentative. We therefore are submitting an action requesting a transfer of [REDACTED] as Project Officer, grade 14. It is requested that an appropriate change be made in the T/O to provide such a position.

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2. As a matter of added information, we understand that the revision of [REDACTED] will include a functional statement of the Administrative Staff (Special). We expect that this will result in a classification survey of the staff and subsequent establishment of all the positions assigned thereto. We do not believe, however, that the present action submitted herewith should be deferred until that classification job has been completed.

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[REDACTED] Chief  
Administrative Staff (S)

RSW:mec